



King County

**TEMPORARY ELECTION WORKER
(ADMINISTRATIVE SPECIALIST I)
KING COUNTY ELECTIONS OFFICE**

Hourly Rate \$14.26

Job Announcement: 05WM5388

OPEN: 7/27/05 CLOSE: Open Until Filled

WHO MAY APPLY: These positions are open to the general public.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date (Postmarks are not accepted). **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: Only applications with a completed [King County Application](#), King County Data Sheet, and Elections Skills Inventory Form will be considered.

WORK LOCATION: Work location varies depending on temporary position assigned.

WORK SCHEDULE: These temporary positions are not exempt from the provisions of the Fair Labor Standards Act and are overtime eligible. These positions are paid semi-monthly on the 5th and 20th of each month. Hours worked per week depend on temporary position assigned and the cyclical work needs of the Election Section.

PRIMARY JOB DUTIES INCLUDE: King County Elections is hiring temporary employees to work this summer and fall for the primary and general elections. These positions perform a variety of duties necessary to support the administration of public elections in King County. Specific job functions may vary based on the needs of the Elections Section at the time of hiring. Duties include but are not limited to:

- Staff Phone Bank - answer incoming calls, provide basic election information, look up voter information using a personal computer, and/or call voters to verify information;
- Process incoming voter registration requests - search for matching records, enter voter information and initiate voter registration card issuance;
- Prepare materials for election day distribution;
- Process incoming mail ballots including signature verification, envelope opening, ballot inspection, and tabulation;
- Other duties as may be assigned.

QUALIFICATIONS: The most competitive applicants will have skills and experience in one or more of the following:

- General office principles and practices;
- Data entry with accuracy and speed; minimum of 7,000 keystrokes per hour required;
- Demonstrated computer skills using a Windows-based PC;

- Handling a multi-line telephone system, TTY machine, fax machine, copier, label maker, and printer;
- Filing and record keeping;
- Ability to follow directions;
- Demonstrated ability working independently and/or as part of a team;
- Ability to gain functional knowledge of elections terminology and office processes in short time span; and
- Ability to prioritize and complete multiple tasks simultaneously in an efficient and accurate manner.

SELECTION PROCESS: Applicants who meet one or more of the required qualifications and demonstrate that they possess the most competitive background through directly-related experience, knowledge, and training may be called for further processing. Early applications are encouraged as positions will be filled on an as-needed basis.

UNION MEMBERSHIP: All jobs are represented by Teamsters Local 117E. These jobs do not have benefits or rights to continued employment with King County.

CLASS CODE: 8386

**KING COUNTY ELECTIONS OFFICE
TEMPORARY ELECTION WORKER
(Administrative Specialist I)
LIST OF AVAILABLE JOBS**

(1) Job Title: Canvasser for Poll **Work Location:** 1215 E. Fir Street, Seattle
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends.
Job Duties: Following the election account for all of the ballots voted at the polls.

(2) Job Title: Trouble Shooter **Work Location:** Varies zones throughout King County
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends, maintain a valid Washington State Driver's License and have access to a private automobile for transportation.
Job Duties: Travel in private auto in an assigned geographic area of King County to provide on site support to area polling locations.

(3) Job Title: Help Desk **Work Location:** King County Administration Building, 500 4th Avenue
Hours of work: 5:45 a.m. – 10:00 p.m. Must be available to work overtime on election days.
Job Duties: On election day, staff the help desk to provide centralized support to poll worker staff and dispatch troubleshooters in the field.

(4) Job Title: Call Center/Data Entry Support **Work Location:** King County Administration Building, 500 4th Avenue
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends.
Job Duties: Answer incoming calls and provide voter registration and election related information to customers, place calls to voters to verify voter information, enter data and validate voter information for various election related activities.

(5) Job Title: Tabulators **Work Location:** Mail Ballot Operations Satellite (MBOS), 3901 First Avenue South
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends.
Job Duties: Process ballots through electronic tabulation machines, ensure accurate processing, account for ballots through count verifications and complete batch ticket information.

(6) Job Title: Openers **Work Location:** Mail Ballot Operations Satellite (MBOS), 3901 First Avenue South
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends.
Job Duties: Open and separate envelopes and ballots, inspect ballots, account for ballots and envelopes, complete batch ticket information

(7) Job Title: Verifiers **Work Location:** Mail Ballot Operations Satellite (MBOS), 3901 First Avenue South
Hours of work: 8:00 a.m. – 4:00 p.m. Must be available to work overtime including evenings and weekends.
Job Duties: Work in a windows based computer application to verify signature through visual comparisons. Review signatures and code envelopes as appropriate. Account for activity completed on a batch ticket.

SUPPLEMENTAL APPLICATION: KING COUNTY ELECTION TEMPORARY (ASI) - Elections Skills Inventory Form**POSITIONS INTERESTED IN: (Check as many as apply):**

☐ Canvasser for the Polls ☐ Trouble Shooter ☐ Help Desk ☐ Call Center/Data Entry Support
☐ Tabulator ☐ Opener ☐ Verifier

SKILLS INVENTORY: Temporary Elections Worker NAME _____

The purpose of this questionnaire is to provide additional information about your specific skills. ***NO INDIVIDUAL CANDIDATE IS EXPECTED TO POSSESS ALL OR EVEN A MAJORITY OF THESE SKILLS.*** Your application is of interest to us if you have experience in only a few. Indicate your experience with the following skills by entering the code for your experience level. Briefly describe the nature of your experience (for example, "previous election work" "performed on previous job as a ...") for Extensive and Moderate categories.

Experience level codes: **E** = Extensive (2+ years); **M** = Moderate (1-2 years); **L** = Limited (less than 1 year); blank = none.

Skill/Experience Category	Exp Level	Nature of Experience
<i>Example: Signature Verification</i>	<i>E</i>	<i>Performed as an election worker in KC for the 2002 Primary election.</i>
Use MS Word, Excel, Outlook and Access		
Filing - alphabetic and numeric		
Process voter registration information		
Data entry into a Windows-based format		
Answer a large volume of incoming customer calls		
Worked with federal and state elections laws in any capacity		
Lead a small team in a production-oriented environment		
Interact with an automated phone-based information line		
Prepare Optical Scan voting/tabulation equipment for use		
Absentee ballot opening - open envelopes and remove ballots		
Absentee ballot tabulation - stack paper ballots into feeding devices, monitor equipment.		
Alternative Language Skills (read and/or write in Chinese, Spanish, etc.)		
Electronic Signature Verification - compare written signature to signature on computer screen		
Ability to read and follow a road map to unfamiliar destinations		
Load and unload equipment, lifting up to 50 pounds; use a hand truck		
Drive a truck or small cargo van to deliver or pick up supplies		
Stage equipment and supplies for distribution		